

**Space Family Education, Inc.  
Board of Director's General Meeting**

**Thursday, February 17, 2011**

**Attendance:**

**BOD:** Larissa Arnold, Jeremy Jacobs, Luis Saucedo

**SFEI Staff:** Brooke Stephens, Vanessa Hallmark

***Safety Report***

Completed annual NASA safety walk-through. We have work orders placed to address issues. Outside playground padded area beneath swing sets have large cracks that create a trip hazards: needs to be replaced or repair cracks. This will be addressed during the upcoming April work day. All parents are invited; more info to come.

**Close Calls**

Mrs. Joy from Room 8 fell off a step ladder

**Accident/Illness Report**

Lots of seasonal sickness.

***Director's Report***

**Staffing**

Whitney Robinson from room 3 moved to Ohio and Feb 15 last day. Bethany Saba will be filling the spot on a temporary basis, possibly taking full time position in room 3 or 2.

Two new subs began training; one will likely take over room 2 or 3 during Whitney Krocher's maternity leave, still looking for match for room 3 and additional subs.

Offered room changes to teachers and received several request which we will try to accommodate after August

**Operations**

- Room 2 has one new child starting. Room 5 has new twins joining. One child withdrawing from room 3 on March 15<sup>th</sup>.
- Science classes for rooms 6 and 7 are being implemented.
- New computer program for rooms 6 through 9 with literacy and math lessons. Children will interface with the program 3 times a week and will include report cards to track progress. These progress reports can be accessed by parents online.
- The video monitoring systems implementation is on schedule to begin March 13<sup>th</sup>
- JSC HR will run a two day training class on conflict resolution for all CCC staff to attend.

**Facility**

Childcare Manager software program is up and running.

**Special Events**

- The next monthly "Dinners to Go" will be March 24th. All proceeds will be deposited into a separate fundraising account with intention to utilize collected resources towards playground

upgrades.

- “Parents Night Out” currently scheduled for 4/15/11 (5:30-10:30pm). This event will be scheduled on a monthly basis. Watch for communication on future dates.
- Parent work day will be scheduled in April. Looking for donations from individuals and businesses (items: Sand, Mulch etc.)

### ***Committees Report***

#### **Fundraising – Maureen Gerty**

- Fundraising meeting scheduled for March 4<sup>th</sup>. Seeking participation from the SFEI membership to support our efforts to upgrade the playground. **PLEASE CONTACT** Maureen / Brooke if you can offer any help & ideas!

#### **Newsletter & Webpage – Chris Gerty**

Mrs. Clem will be taking over the newsletter duties

### ***Room Reports***

None.

### **Member Walk-On Issues:**

Member raised an issue regarding intermittent parking within the “No Parking Zone.” Director agreed to discuss this with the SFEI staff, and to watch for parking violations by SFEI membership and staff.

Member questioned the transparency of the company financial position. Current plan is to bring a cash-flow statement to our monthly board meetings for review by the BOD and SFEI membership.

Member suggested a “revamping” of the SFEI logo. The Director agreed to explore this further in the future, with suggestions to solicit help from the JSC Public Affairs Office regarding logo design.

### ***Board Members’ Reports***

#### **HR Rep. (S. Buchta)**

Sylvia is retiring next month. She will be replaced by Diane Stokes

#### **Policies and Procedures (N. Williams)**

Not present.

#### **Treasurer (Maureen Gerty)**

Still working on the 2009 Tax filing with the IRS. Brook & Maureen are in the final review phase of the tax filing. In parallel, we are working with our CPA to file 2010 taxes on time this year.

Corrective actions have been implemented which should preclude this from happening again!

#### **President (Larissa Arnold)**

The JSC/SFEI MOU has been stalled due to a debate regarding the potential need for an official Space Act Agreement. JSC is considering adding in coverage for lawn care and pest control.

Investigation by the NASA Exchange to manage SFEI is still ongoing. Proposal is due to the SFEI BOD in May 2011.

Will submit an Service Request grant Vanessa Hallmark administrative access to the JSC CCC website.

**Vice President (Jeremy Jacobs)**

Nothing to report.

**Secretary (Luis Saucedo)**

Nothing to report.

**Future Topics:**

Parent Work-Day

Bus / Vanpool solution

**Assigned ACTIONS:**

Actionee	Action	Date Assigned	Due Date / Complete?
B. Stephens	Develop a staffing plan to address the needs (resources) to supplement in-room teacher support (floater pool) across the entire center. Present the plan to the BOD for consideration if additional hire is justified.	8.19.10	<b>2.01.11</b> <b>OPEN</b>
B. Stephens	Start publishing monthly financial statements for board review. Quick Books needs to be kept up to date.	8.19.10	<b>2.07.11</b> <b>OPEN</b>
J. Leggett	Investigate the ability to reduce our operating budget with NASA provided transportation for fieldtrips. Also investigate adding the annual SFEI audit and lawn care to the upcoming NASA MOU.	8.19.10	<b>3.01.11</b> <b>OPEN</b>
N. Williams	Incorporate documentation on "peanut-free" facility into New Member packet and/or change to SOP reflecting permanent elimination in Rooms 1-3.	9.16.10	<b>3.01.11</b> <b>OPEN</b>
B. Stephens	Pursue getting an in-house "conflict management" training class for teachers and staff to be better prepared to deal with crazy parents & angry staff.	8.19.10	<b>5.01.11</b> <b>OPEN</b>
B. Stephens	In accordance with state licensing requirements (RULE §745.4151), SFEI needs to incorporate a written policy regarding drug testing for employees and staff. Propose drug testing language to be incorporated into the employee handbook (Board to consider).	8.19.10	<b>5.01.11</b> <b>OPEN</b>
B. Stephens	Evaluate opportunities with JSC BUS/VAN transportation vs. keeping our existing bus. If we keep/maintain our existing bus, shoulder belts will need to be installed by September 1 <sup>st</sup> , 2011.	9.16.10	<b>5.01.10</b>

[illegible]